

 <b>NORFOLK</b> Department of Police	<b>Operational General Order - 730: Court Appearances and Procedures</b>		
	Office of Preparation: Office of Support Services (mar)		
	<b>CALEA:</b>	None	
	<b>VLEPSC:</b>	None	
LEGAL REVIEW DATE:	5-04-2017	PRESCRIBED DATE:	6/2/2017
City Attorney:	<i>[Signature]</i>	City Manager/Director of Public Safety:	<i>[Signature]</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

### Purpose

The purpose of this order is to outline the policies and procedures relating to court appearances.

### Policy

The Norfolk Department of Police court appearance procedures are designed to assist department personnel with their responsibilities and duties when attending court, handling court continuances, and notifying appropriate parties when requesting a leave of absence from court.

### Supersedes:

1. G.O. OPR-730: Court Appearances, dated October 15, 2015.
2. Memo 14-067: Pre-Payable (accident) Traffic Offenses - UPDATE
3. Any previously issued directive conflicting with this order.

### Order Contents:

- I. Courtroom Demeanor
- II. Court Code Assignment Procedures
- III. Scheduling Court Appearances
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- XII. Charges Tried in Absentia
- XIII. Failure to Appear Warrants

I. Courtroom Demeanor

High standards of employee conduct and dress, whether in uniform or civilian attire, will be maintained when appearing in court. Personnel will comply with G.O. ADM-320: Dress and Personal Appearance, while attending court.

- A. Officers will seat themselves on the benches designated for police officers. Officers will not stand or sit near the Judge's rostrum, unless their cases have been called, they are standing in the continuance line, or they are providing relevant information to the court clerk.
- B. Officers will not disrupt court proceedings by congregating or talking loudly in the courtroom, or in adjoining hallways, either while court is in session or during recesses. Case discussions and conferences will take place in a conference room or in an area which will not disturb court proceedings. Court conference rooms will be used only when a case discussion is necessary.
- C. Officers will not enter the working areas of the clerk's office without permission. Personnel may use the telephone within the paying and receiving section of the Criminal Court clerk's office for police business calls only. Officers will use the lobby phones to conduct personal business.
- D. Officers will appear in court when their presence is required. When officers have pending cases on a docket in one court room and their presence is required in another court room, notification will be given in writing to the deputy clerk of the court from which the officer will be absent. Notification will include the officer's name, case information, and intended destination.

II. Court Code Assignment Procedures

All civilian personnel who regularly attend court and sworn personnel with the rank of sergeant and below will be assigned a court code. Supervisors will assign court codes as mandated below:

- A. Patrol Administrative Personnel and K-9 Unit
  - 1. K-9 officers assigned court codes 1-12
  - 2. Community Resource Officers (CRO), School Resource Officers (SRO), Public Housing Officers (PHO) assigned court codes 10-12
  - 3. Supervisors assigned court codes 11-14
- B. Chief's Office, Office of Professional Standards, Homeland Security Division, Investigative Services Bureau, and Administrative Services Bureau
  - 1. All personnel assigned court codes 13-14
- C. Patrol Division

Personnel assigned court codes based on platoon. (12 hour shift, 28 day cycle)  
When assigning individual court code, supervisors are to ensure platoons are divided as equally as possible.

  - 1. A Platoon – P1-P5
  - 2. B Platoon – P6-P10

3. C Platoon – P11-P15
4. D Platoon – P16-P20
- D. Traffic Unit
  1. Personnel assigned court codes T1-T3 for Criminal Court
  2. Personnel assigned court codes T1-T10 for Traffic Court.
- E. Animal Control
  1. Personnel are not assigned court codes; command assigns court dates.
- F. Supervisor in charge of court scheduling will:
  1. Monitor the number of summonses written by subordinates, assigning court codes in a manner that assists the courts in creating a balanced docket.
  2. Continually monitor their platoon's code assignments. Court citing codes of new officers released from the Field Training Program may be adjusted as necessary.
  3. Ensure subordinates write no more than 50 summonses for each scheduled court appearance in General District Court, Traffic Court 1B. In the event this limit is reached, assign an alternate court date. The alternate court date will be selected from PD 600, Court Citing Date Card (Attachment A), irrespective of the previously assigned court citing code. The alternate court date will be scheduled as follows:
    - a. On one of the officer's regularly scheduled work days.
    - b. During the officer's day shift (if applicable).
    - c. As close as possible to the officer's primary court date.
    - d. Pursuant to time constraints identified in G.O. ADM-420, Virginia Uniform Summons.

Alternate court dates will only be assigned as necessary to complement each officer's primary court date, not in lieu of. Primary court dates, as determined by each officer's court citing code, will be utilized before an alternate court date is assigned.

4. When assigning alternate court dates, consider the following:
  - a. Other court dates on which the officer has previously scheduled cases (e.g. continued cases).
  - b. The court schedule of other platoon members.
  - c. The number of officers necessary for adequate street coverage.

### III. Scheduling Court Appearances

#### A. Responsibilities

1. Commanding officers will ensure:
  - a. The I/LEADS Records Management System, Employee Information, reflects the correct court citing codes, duty station, and platoon designations for all officers assigned in that command.
  - b. The court citing codes are properly assigned.
  - c. Periodic visitation of the courts to monitor compliance with this order.
2. Supervisors will:
  - a. Assign court codes for personnel as outlined in section II of this order.
  - b. Ensure that an Employee Information Worksheet, PD 825 (Attachment J), is completed for personnel whenever a court code, or any other personal information, is changed. The original will be sent to the Personnel Section, via the chain of command, and a copy sent to the Central Records Division for I/LEADS update.
  - c. Ensure that personnel are scheduling court appearances as outlined in this order.
  - d. Monitor the attendance and court performance of subordinates and review subpoena logs daily at the beginning of each scheduled workday.
3. Officers will:
  - a. Keep appropriate records in order to properly manage cases, including court appearances. Court attendance is the responsibility of the officer and failure to attend court as required can result in disciplinary action up to and including termination.
  - b. Write court code and platoon assignment in the upper right-hand corner of all completed summonses.
  - c. When serving a magistrate summons in which the original court date has passed or the original court date is five or less days away, officers will complete the Notification of Hearing Date Change, PD 873A (Attachment F).
  - d. File a new PD 825, Employee Information Worksheet form, with the command when a status change occurs (e.g., name, address, skills, and education, etc.). Whenever officers receive a new court code, verify that the new code has been entered into I/LEADS.
  - e. Notify the immediate supervisor and obtain alternate court dates every time the 50 summons limit is reached for court appearance as outlined in section II.F.3.



4. Upon receipt of PD 825 from the Personnel Section, Central Records is responsible for making all court citing code changes in I/LEADS.
- B. Request for Immediate Trial
- Subjects may request an immediate hearing on traffic offenses only.
- C. Routine Scheduling
1. The current Court Citing Date Card, PD 600, will govern the scheduling of court dates.
  2. Officers will write summonses returnable to court for their day shift only, except as outlined in section III.B., and C.4.
  3. Officers will select a return date of at least 11 business days from the date of issuance, ensuring that the court is open on the returnable date.
  4. When a defendant is involved in related, companion, or multiple criminal or traffic offenses, officers will secure magistrate's summons to be returnable in the same court and on the same date.
  5. When two or more officers write summonses to persons involved in related, companion, or multiple offenses, they will set the court date so that the cases will be heard together.
  6. When making a physical arrest of a defendant involved in related, companion, or multiple criminal or traffic offenses, officers will secure a magistrate's summons to be returnable in the same court on the same date, so that all violations will be heard at once during arraignment.
- D. Attending Court Off-Duty
1. Court kiosks are used to "punch in" and "punch out" when attending court during scheduled off-duty periods only. Kiosks are NOT to be used when attending court while on duty.
  2. Repeated failures to punch out may result in disciplinary action. Officers who fail to punch out will be required to report time worked to their command secretary for manual entry.
  3. To utilize the court kiosks, officers' thumbprint or fingerprint must be enrolled in the court reporting module.
  4. Kiosks are located:
    - a. In Property & Evidence for officers who need to produce evidence in court.
    - b. In the Consolidated Courts building in the Victim/Witness service area in the main lobby, near the Sheriff's desk.
  5. There is no kiosk in the Juvenile and Domestic Relations Court building due to the court's pending move to the Consolidated Courts building. Officers attending JDR court will punch in on the kiosk located in the Consolidated Courts building, attend court in the JDR building, then punch out at the Consolidated Courts building.

6. In the event of kiosk malfunction or power failure, officers will go to the Court Process Unit located at 150 Saint Paul's Boulevard to manually complete a PD 546, Court Appearance Record Sheet (Attachment C). The Court Process Unit will email the completed PD 546 to the sergeant in the Office of Support Services, who will forward the form to the Public Safety Financial Management (PSFM) team for processing.

#### IV. Routine Case Continuances

- A. Only a court has the authority to grant a continuance. The courts have agreed to schedule continuances, if possible, as follows:
  1. The officer's next available court date.
  2. As a last resort, the court may schedule for the officer's next court date in another courtroom.
- B. Citizens who wish to continue court cases should be referred to the appropriate court clerk for information.
- C. Military personnel who are not able to attend court should be referred to Shore Patrol Headquarters for assistance.
- D. When appearing in continuance lines, officers will assist the court in scheduling continuances by having their next court dates available.
- E. In all drug-related cases, the following procedure applies:
  1. All contested misdemeanor drug cases require a drug lab report, whether they involve a summons or a physical arrest. This includes traffic cases with a companion drug charge.
  2. On the day of the initial court appearance, officers will stand in the motion line and advise the Judge that the case involves drugs and a continuance is required should the defendant choose to plead not guilty. If the defendant does not plead guilty, the officer will send the evidence to the Virginia State Forensics Laboratory for analysis, ensuring that the continuance date is clearly marked on the analysis request.
  3. The lab report is required on the continued court date, and a copy of the report must be filed with the court at least ten working days prior to the hearing date.
  4. Failure to follow this procedure may result in the dismissal of drug charges.
- F. Specific procedures relating to case continuances, adopted by the General District and Juvenile Courts, are as follows:
  1. General District Court Continuances

- a. If the officer is present when the continuance is granted, there will be **no** further notification.
- b. If the officer is not present when the continuance is granted, a subpoena will be issued and forwarded to the officer by the court.
- c. In cases involving failure to appear, a subpoena will be issued and forwarded to the original complaining officer by the court.
- d. Misdemeanor physical arrest cases (except inebriates)
  - (1) For misdemeanor physical arrest cases where the defendant **does** bail out of jail, cases will be continued to the officer's next regularly scheduled day shift court date.
  - (2) In cases where the defendant **does not** bail out of jail, the officer is not required to appear in court with the defendant the next day that court is in session. If a continuance is necessary, the procedure described above will be followed.
- e. Inebriates
  - (1) Inebriates are automatically scheduled for the officer's next regularly scheduled court date. Officers will receive **no further** notification to appear in court.
  - (2) Cases involving inebriated passengers in automobiles will be referred to the Traffic Court; all others to Criminal Court.
  - (3) Defendants still have the option to appear and plead guilty before the scheduled court date. It is the officer's responsibility to appear on his/her next regularly scheduled court date. However, prior to the day of court officers may check with the Clerk of the Court to determine if the case has been adjudicated and if appearance is necessary.
- f. Traffic Accidents
  - 1. Officers may subpoena witnesses by preparing (may be hand written legibly) a 'Request for Witness Subpoena' (Attachment G) at an accident scene when the testimony of a witness from that scene may be needed in court. The officer will retain the 'Request for Witness Subpoena' with his/her paperwork.
  - 2. In the event the case is not pre-paid, the officer will stand in the continuance line and request that the case be continued. The officer

will give the court clerks the subpoena request so that witnesses can be subpoenaed for the officer's next available court date.

## 2. Juvenile and Domestic Relations Court Continuances

For all traffic and criminal cases, officers will first communicate with all parties involved in the case and attempt to arrive at an agreeable continuance date.

a. If successful, and after obtaining that date from a deputy court clerk, officers may perform either of the following:

- (1) Submit a letter to be received in the Juvenile and Domestic Relations District Court no later than one day prior to the original trial date.
- (2) Make a personal appearance before the court requesting a continuance to the agreed upon date. Officers appearing in court will ensure that they have with them all the pertinent documents to accurately answer the court's inquiries.

b. If unable to arrive at an agreeable date, officers must appear in court on the originally scheduled date.

G. Officers subpoenaed to appear in court will attend, as ordered, unless excused by the prosecutor or defense attorney issuing the subpoena.

1. On the day of court, officers will not call the City Attorney's office, Commonwealth's Attorney's office, or the courts to inquire whether they were excused or are on the day's docket.
2. This information is provided to the officer's command who will notify the officer.
3. Officers may call the Commonwealth's Attorney's case continuance line after 1700 hours to double check whether there has been a last minute continuance or the officer has been excused.

## V. Emergency Case Continuances

- A. The Court Liaison Officer is not to be used for requesting emergency continuances for officers.
- B. Under no circumstances will officers call the courts with docket change requests (such as dropping cases down) due to special assignments, details, or other messages being worked.
- C. When an officer is hospitalized, or otherwise incapable of requesting continuances, the officer's immediate supervisor is required to monitor the officer's court dates and request continuances as necessary for the officer. This specifically includes checking the subpoena book to ensure that all appearances are noted and covered. The



supervisor will advise his/her commanding officer who will follow the procedures for notifying the court of officer illness or injury identified in Case Continuances Procedures for Ill or Injured Officers (Attachment B).

- D. In the event exigent circumstances preclude the 0830 or 0900 notification deadline, a command supervisor will appear before the appropriate court to explain the officer's absence and request a continuance.

## VI. Leaves of Absence

- A. When scheduling leave that will not interfere with previously scheduled court appearances, officers will submit a Leave Letter to Courts, PD Form 758 (Attachment D).
  - 1. After submission of the PD Form 758, any officer receiving a subpoena for a date that conflicts with approved leave will contact the Court Liaison Officer who will resolve the conflict with the court.
  - 2. Once an officer is on leave, any subpoena received, instructing the officer to appear in court during the absence, will be brought to the attention of the Court Liaison Officer by the officer's immediate supervisor who checked the subpoena log the day the subpoena in question was received.
- B. When scheduling leave or other approved absences which will interfere with previously scheduled court appearances, officers will personally appear before the Judge of the court at least ten days prior to the court date and request a continuance.
  - 1. Should the Judge grant the continuance, the officer will submit a PD Form 758 to all courts and the Court Liaison Officer. The officer will inquire of the Judge as to whether a copy of the Notification of Court Scheduling Change, PD Form 873 (Attachment E), should be sent to the defendant(s) or if the Court will make the notification.
  - 2. Should the Judge not grant a continuance, the officer must appear in court as scheduled.

## VII. Subpoenas

- A. Officer subpoenas
  - 1. To ensure proper accounting and control of all subpoenas received, each command will maintain a subpoena control log as follows:
    - a. Every subpoena received will be entered.
    - b. The following is information required to be entered:
      - (1) Date received by the command.

- (2) Court issuing the subpoena.
- (3) Officer's name.
- (4) Defendant's name.
- (5) Court appearance date.
- (6) Officer's signature acknowledging receipt of subpoena and the date signed.

2. Supervisory responsibilities:

- a. Immediate supervisors will check the subpoena log prior to each work shift to determine if any personnel under their supervision have outstanding subpoenas.
  - b. Immediate supervisors are responsible for ensuring personnel under their supervision are properly notified and are issued all subpoenas.
3. Officers receiving subpoenas to more than one court for the same date and time will bring this situation promptly to the attention of each City Attorney or Commonwealth's Attorney involved. Personal contact with the assigned attorney, a few days in advance of the trial, is required. If this is not possible, contact is to be made with an investigator assigned to the City Attorney or Commonwealth's Attorney's office. If a City or Commonwealth's Attorney did not issue the subpoena, the issuing party (e.g. Criminal Court 2C) should be contacted and informed of the conflict. If the situation cannot be resolved, the conflict should be brought to the attention of the Court via the continuance line at least one day in advance of the hearing date.
4. Officers will appear at the proper courtroom at the time specified on the subpoena.
- a. Officers/investigators will sign in at no time earlier than that which is required of them by the subpoena.
  - b. If an officer/investigator arrives at a later time than is required by the subpoena, the arrival time will be recorded on the court sheet.
  - c. Time involved in pre-trial conferences is compensable as additional hours, not court pay. Therefore, such time must be submitted to the employee's command via a PD 878 in order to receive compensation. Pre-trial conference time is not to be recorded on the court sheet.

B. Witness subpoenas

All requests will be prepared on Form DC-325, Request for Witness Subpoena (Attachment G). Detailed instructions for completing the form are contained in

Attachment H. It is the responsibility of the requesting officer to ensure that all requests for subpoenas are delivered to the appropriate office, as cited below, not later than ten days before the hearing date.

1. Requests for Witness Subpoenas for all criminal felony cases to be heard in Criminal Courts 2B and 2C will be processed by the Commonwealth's Attorney's Witness Assistance office. This includes subpoenas requested for misdemeanors which arise specifically from, or are in connection with, a particular felony case. Copies of subpoena requests will be included in the case folders. Subpoena requests will be submitted with First Time Felony forms.
2. Requests for witness subpoenas for all misdemeanor cases, independent of any felony case, will continue to be processed through Criminal Court 2B or 2C. This holds true even when a particular defendant has an unrelated felony case pending at the same time. Requests are to be delivered to the deputy clerk serving the court which will hear the case.
3. Requests for witness subpoenas in traffic felony and misdemeanor cases will be delivered to the deputy clerk of the court in which the case will be heard.

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### VIII. Courtroom Designations

When a courtroom is experiencing a high volume of cases, General District Court has the authority to make modifications to courtroom designations.

- A. Personnel transferred from one command to a command where traffic summonses are written for a different courtroom must immediately, upon transfer, write summonses matching the courtroom assignments of the newly designated parent command.

Unless otherwise notified, Traffic Division Court Docket designations are as listed:

<b>Courtroom 1A Cases</b>	<b>Summonses to be written by assigned personnel</b>
Traffic-related felony cases Traffic-related misdemeanor physical arrests Traffic summonses	1 <sup>st</sup> Patrol Division Chief's Office (PIO, OPS, Community Affairs, Field Command) Administrative Services Bureau (ASB) Investigative Services Bureau (ISB) Harbor Patrol/Special Operations Team/K-9 Units
DUI cases	All personnel

<b>Courtroom 1B Cases</b>	<b>Summonses to be written by assigned personnel</b>
Traffic-related felony cases Traffic-related misdemeanor physical arrests Traffic summonses Photo Safe Classes on Thursdays	2 <sup>nd</sup> Patrol Division 3 <sup>rd</sup> Patrol Division Traffic Unit
Parking ticket cases	All personnel

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- B. Unless otherwise notified, all personnel write summonses for the designated Civil and Criminal Courtrooms as listed:

<b>General District Court, Civil Division Courtrooms 2A and 2D</b>
<ol style="list-style-type: none"><li>1. All civil matters.</li><li>2. Automobile impoundments involving DUI.</li></ol>
<b>General District Court, Criminal Division, Courtroom 2B</b>
<ol style="list-style-type: none"><li>1. Stolen automobile, unauthorized use, and tampering with automobile charges.</li><li>2. Grand larceny charges.</li><li>3. Forgery and worthless check charges.</li><li>4. Concealment and petit larceny charges, including third offenses.</li><li>5. Animal Protection Unit warrants.</li><li>6. Criminal charges by off-duty officers incurred during off-duty employment.</li><li>7. Criminal charges by outside agencies (e.g., Airport, Campus, Port, Special, or Tunnel Police, etc.)</li><li>8. Cases involving prosecution by state and city agencies including:<ol style="list-style-type: none"><li>a. City Attorney cases.</li><li>b. Special Commonwealth's Attorney cases.</li><li>c. Commissioner of the Revenue cases involving taxation and license violations.</li><li>d. Building, plumbing, and electrical inspection violations.</li><li>e. State Department of Taxation cases.</li><li>f. State unemployment cases.</li><li>g. Norfolk Fire-Rescue (NFR) misdemeanor fire code cases.</li><li>h. City Health Department garbage or health summonses and warrants.</li><li>i. Private complainant warrants.</li></ol></li></ol>
<b>General District Court, Criminal Division, Courtroom 2C</b>
<ol style="list-style-type: none"><li>1. Criminal charges filed by on duty officers for criminal felonies, misdemeanors, and City Code violations, other than those identified above which will be heard in Courtroom 2B.</li><li>2. Criminal charges by outside agencies involving soliciting for immoral purposes.</li><li>3. Alcohol cases.</li></ol>

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## IX. Court Liaison Officer Responsibilities

The Word Processing Sergeant, Central Records Division, is the Court Liaison Officer. Responsibilities include:

- A. Serving as the primary point of contact between all courts and the department.
- B. Monitoring all matters pertaining to court appearances, specifically including:
  - 1. Verifying code assignments when problems arise.
  - 2. Preliminary investigation of all absences by department personnel.
  - 3. Maintaining statistics on court attendance.
  - 4. Coordinating among Central Records personnel, commands, and the clerks of the courts to facilitate communication when necessary.
  - 5. Ensuring that the Chief of Police is promptly and completely informed of all matters of departmental interest.
  - 6. Making recommendations when appropriate.

## X. First Time Felony Hearings

The City of Norfolk Courthouse holds hearings for purposes of arraignment, appointment of counsel, and setting the preliminary hearing date when felony charges are being heard for the first time.

- A. Officers/investigators are not required to attend court for first time felony hearings but are required to complete and submit a First Time Felony Form, PD Form 787 (Attachment I), as follows:
  - 1. List in the comment section any dates for which the officer, victim, or witness will not be able to attend court during the next two months following the arrest date; include a short explanation (e.g., officer attending in-service training, witness on vacation, etc.)
  - 2. If assigned to one of the divisions located in the POC, deliver all forms to the tray in the Detective Division which is labeled "Commonwealth's Attorney's Office," by 0630 the next court morning.
  - 3. If assigned to any other division, send the completed forms to the Commonwealth's Attorney's Investigators' office by 0630 each court morning via facsimile.

- B. An investigator from the Commonwealth's Attorney's office will retrieve these forms each morning and take them to court for proper handling. That investigator will then write the necessary information on the form and return it to the appropriate command.

#### XI. Filing Certificates of Analysis

Whenever a Certificate of Analysis for a misdemeanor drug case being handled by an officer is to be used as evidence in a trial, it must be filed with the Clerk of the Court hearing the case at least seven days prior to the hearing or trial. Refer to Virginia State Code, Section 19.2-187, Admission into evidence of certain certificates of analysis. The Commonwealth Attorney's Office receives and will assist with the filing of Certificates of Analysis.

- A. PD 946, Certificate of Analysis Filing Request, (Attachment K), will be submitted to the Commonwealth's Attorney's Office for misdemeanor drug-related cases in which the charging officer is responsible for handling the case in court. The charging officer will submit a PD 946 to the Commonwealth's Attorney's Office immediately upon receiving the Crime Lab's FS Lab Number, located on the Request for Laboratory Examination, Attachment L. See PD 946 for additional information.
- B. PD 946 will not be submitted when the Commonwealth's Attorney's Office will be prosecuting misdemeanor drug cases. This includes misdemeanor drug cases that are associated with a felony charge.
- C. If an officer inadvertently receives the original copy of the DFS 70-005, Certificate of Analysis, (Attachment M), that officer will retain a copy of the certificate for his/her files and immediately forward the original to the Commonwealth's Attorney's Office for filing purposes.
- D. The responsibility for ensuring the Certificate of Analysis is filed seven days prior to the hearing or trial results remains with the charging officer. Therefore, officers will need to request a continuance in accordance with Section IV.E.

#### XII. Charges Tried in Absentia

On charges tried in absentia, the arresting officer may be asked to see Judge's clerk and initial and date the paperwork near the "tried in absentia" information on the court's copy of the warrant or summons. For subsequent court hearings (FTA appeals/felony charges) the arresting officer's initials should provide the necessary evidence that the officer was present.

#### XIII. Failure to Appear Warrants

Failure to appear warrants, issued for a defendant who failed to appear on a charge initiated by a police officer, will list the initiating officer as the complainant.

## Related Documents

1. G.O. ADM-320: Dress and Personal Appearance
2. G.O. ADM-390: Additional Time
3. G.O. ADM-397: Personnel Information
4. G.O. ADM-420: Virginia Uniform Summons
5. G.O. ADM-445: Legal Process
6. G.O. ADM-450: Criminal History
7. G.O. OPR-320: Driving Under the Influence (DUI)
8. G.O. OPR-520: Communications with Attorneys

## Attachments

- A. Court Citing Date Card, PD 600
- B. Case Continuance Procedures for Ill or Injured Officers
- C. Court Appearance Record Sheet, PD 546
- D. Leave Letter to Courts, PD 758
- E. Notification of Court Scheduling Change, PD 873
- F. Notification of Hearing Date Change, PD 873A
- G. Request for Witness Subpoena, Form DC-325
- H. Instructions for Form, DC-325
- I. First Time Felony Form, PD 787
- J. Employee Information Worksheet, PD 825
- K. Certificate of Analysis Filing Request, PD 946
- L. Request for Laboratory Examination
- M. Certificate of Analysis, DFS 70-005



NORFOLK DEPARTMENT OF POLICE • 2017 COURT CARD



CRIMINAL DIVISION																															
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN		H	X	9 P6	10 P7	T2 P1 P2			T3 14 P8	8 12 P9 P10	4 P3 P4	11 P5	X			H	X	2 P6	3 P7	P1 P2			13 P8	1 5 P9	6 P3 P4	7 P5	T1 P10			P11	P12
FEB	9 P16	10 P17	T2 P13			T3 P18	8 P19	4 P14	11 P15	P20			14 P11	12 P12	2 P16 P17	3 P18 P19	P13			H	X	6 P14	7 P15	T1 P20			13 P1	1 5 P2			
MAR	9 P6	10 P7	T2 P3			T3 P8	8 P9	4 P4	11 P5	P10			14 P1	12 P2	2 P6	3 P7	P3			P8	1 P9	6 P4	7 P5	T1 P10			13 P11	5 P12	P16	P17	P13
APR			T3 P18	8 P19	9 P14	10 P15	T2 P20			14 P11	12 P12	4 P16	11 P17	P13			P18	1 P19	2 P14	3 P15	P20			13 P1	5 P2	6 P6	7 P7	T1 P3			
MAY	T3 P8	8 P9	9 P4	10 P5	T2 P10			14 P1	12 P2	4 P6	11 P7	P3			P8	1 P9	2 P4	3 P5	P10			13 P11	5 P12	6 P16	7 P17 P18	T1 P13			H	X	P14
JUN	10 P15	T2 P19 P20			T3 P11	8 P12	9 P16	11 P17	P13			14 P18	12 P19	4 P14	3 P15	P20			P1	1 P2	2 P6	7 P7	T1 P3			13 P8	5 P9	6 P4	P5	P10	
JUL			X	H	X	10 P6 P7	T2 P1 P2			14 T3 P8	12 8 P9	4 9 P3 P4	11 P5	P10			P11	1 P12	2 P16	3 P17	P13			13 P18	5 P19	6 P14	7 P15	T1 P20			P11
AUG	8 P12	9 P16	10 P17	T2 P13			T3 P18	12 P19	4 P14	11 P15	P20			14 P1	1 P2	2 P6	3 P7	P3			13 P8 P9	5 P10	6 P4	7 P5	T1 P6 P7			X	X	X	P8 P9
SEP	T2 P1 P2			H	X	9 P3 P4	10 P5	P10			14 T3 P11	8 12 P12	4 P16	11 P17	P13			P18	1 P19	2 P14	3 P15	T1 P20			13 P11	5 P12	6 P16	7 P17	P13		
OCT		T3 P18	8 P19	9 P14	10 P15	T2 P20			H	X	4 P6	11 P7	P1 P2			14 P8	1 12 P9	2 P3 P4	3 P5	P10			13 P1	5 P2	6 P6	7 P7	T1 P3			P8	P9
NOV	9 P4	10 P5	T2 P10			T3 P11 P12	X	4 P16	11 P17 P18	X			X	8 12 P19 P20	2 P13 P14	3 P15	T1 P16 P17			13 P14 P11	1 P12	X	H	H			X	5 P18 P19	6 P13 P14	7 P15	
DEC	T2 P20			T3 P1	8 P2	9 P6	10 P7	P3			14 P8	12 P9	4 P4	11 P5	T1 P10			13 P1 P2	1 5 P3 P4	2 6 P6 P7	3 P8 P9	X			H	H	X	7 P5	P10		
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

**COURT CITING CODES** H - Holiday X - Do Not Write Summons For This Day  
T - Traffic P - Patrol Divisions (Platoon 28 day cycle)  
1-12 - K-9 10-12 - CROs, SROs, PHOs 11-14 - Supervisors 13-14 - Administrative Personnel

Rev. 11/16 OSS

Used By All Commands

NORFOLK DEPARTMENT OF POLICE • 2017 COURT CARD



TRAFFIC DIVISION

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN		H	1 P5 T8	2 P10 T7	3 P9 P8 T10	P4 P3 T9			13 P7 T6	5 P6 T3	6 P2 T2	7 P1 T5	X			H	8 P5 T8	9 P10 T7	10 P9 T10	P4 P3 T9			14 P7 T6	12 P8 T3	4 P2 T2	11 P1 T5	P6 T4			P15 T1	P14 T8
FEB	2 P20 T7	3 P19 T10	P12 T9			P17 T6	1 P18 T3	6 P13 T2	7 P11 T5	P16 T4			13 P15 T1	5 P14 T8	9 P20 P19 T7	10 P17 T10	P12 T9			H	8 P18 T3	4 P13 T2	11 P11 T5	P16 T4			14 P5 T1	12 P4 T8			
MAR	2 P10 T7	3 P9 T10	P2 T9			P7 T6	1 P8 T3	6 P3 T2	7 P1 T5	P6 T4			13 P5 T1	5 P4 T8	9 P10 T7	10 P9 T10	P2 T9			P7 T6	8 P8 T3	4 P3 T2	11 P1 T5	P6 T4			14 P15 T1	12 P14 T8	P20 T7	P19 T10	P12 T9
APR			P17 T6	1 P18 T3	2 P13 T2	3 P11 T5	P16 T4			13 P15 T1	5 P14 T8	6 P20 T7	7 P19 T10	P12 T9			P17 T6	8 P18 T3	9 P13 T2	10 P11 T5	P16 T4			14 P5 T1	12 P4 T8	4 P10 T7	11 P9 T10	P2 T9			
MAY	P7 T6	1 P8 T3	2 P3 T2	3 P1 T5	P6 T4			13 P5 T1	5 P4 T8	6 P10 T7	7 P9 T10	P2 T9			P7 T6	8 P8 T3	9 P3 T2	10 P1 T5	P6 T4			14 P15 T1	12 P14 T8	4 P20 T7	11 P19 T10	P12 T9			H	P18 P17 T3	P13 T2
JUN	P11 T5	P16 T4			P15 T1	1 P14 T8	2 P20 T7	3 P19 T10	P12 T9			13 P17 T6	5 P18 T3	6 P13 T2	7 P11 T5	P16 T4			P5 T1	8 P4 T8	9 P10 T7	10 P9 T10	P2 T9			14 P7 T6	8 12 P8 T3	4 9 P3 T2	11 P1 T5	P6 T4	
JUL			X	H	2 P10 T7	3 P9 T10	P5 P4 T9			13 P7 T6	1 5 P8 T3	6 P2 T2	7 P3 P1 T5	P6 T4			P15 T1	8 P14 T8	9 P20 T7	10 P19 T10	P12 T9			14 P17 T6	12 P18 T3	4 P13 T2	11 P11 T5	P16 T4			P15 T1
AUG	1 P14 T8	2 P20 T7	3 P19 T10	P12 T9			13 P17 T6	5 P18 T3	6 P13 T2	7 P11 T5	P16 T4			P5 T1	8 P4 T8	9 P10 T7	10 P9 P8 T10	P2 T9			14 P7 T6	12 P6 T3	4 P3 T2	11 P1 T5	P10 P9 T4			X	X	X	P7 T10
SEP	P5 P4 T9			H	1 P8 T3	2 P2 T2	3 P3 P1 T5	P6 T4			13 P15 T1	5 P14 T8	6 P20 T7	7 P19 T10	P12 T9			P17 T6	8 P18 T3	9 P13 T2	10 P11 T5	P16 T4			14 P15 T1	12 P14 T8	4 P20 T7	11 P19 T10	P12 T9		
OCT		P17 T6	1 P18 T3	2 P13 T2	3 P11 T5	P16 T4			H	5 P5 T8	6 P10 T7	7 P9 T10	P4 P3 T9			13 P7 T6	8 P8 T3	9 P2 T2	10 P1 T5	P6 T4			14 P5 T1	12 P4 T8	4 P10 T7	11 P9 T10	P2 T9			P7 T6	P8 T3
NOV	P3 T2	P2 T5	P6 T4			P15 P14 T1	X	2 P20 T7	3 P19 T10	X			13 P18 T6	1 5 P17 P16 T3	6 P12 P11 T2	7 P13 T5	P20 P19 T4			P15 T1	8 P14 P13 T8	X	H	H			14 P18 T6	12 P17 T3	4 9 P12 T2	10 11 P11 T5	
DEC	P16 T4			P5 T1	1 P4 T8	2 P10 T7	3 P9 T10	P2 T9			13 P7 T6	5 P8 T3	6 P3 T2	7 P1 T5	P6 T4			14 P5 P4 T1	8 12 P2 T8	9 P10 P9 T7	10 P7 P6 T10	X			H	H	4 P3 T2	11 P1 T5	P8 T4		
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

**COURT CITING CODES** H - Holiday X - Do Not Write Summons For This Day  
T - Traffic P - Patrol Divisions (Platoon 28 day cycle)  
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Rev. 11/16 OSS

Used By All Commands



## Case Continuance Procedures for Ill or Injured Officers

### I. Employee Responsibility

- A. Notify their commanding officer or designee before 0815 hours of situations that will prevent them from appearing at a scheduled court case (e.g., sick, injury, ILD, etc.)
- B. Provide command with the following:
  - 1. Full name
  - 2. Duty assignment
  - 3. Status (i.e., sick, family sick, ILD, death in family, etc.)
  - 4. An estimate of when you may return to work, or if extended illness, specific court dates of all anticipated future absences related to illness
  - 5. Which court(s) have scheduled cases
  - 6. Pertinent information regarding court appearances such as court code, next court date, defendant's name (juvenile or adult for Juvenile and Domestic Court), etc.
  - 7. If applicable, City Attorney or Commonwealth's Attorney assigned to prosecute the case
- C. Record the date and time of notification, as well as the name of the person notified.

### II. Command Responsibility

- A. Notify courts and prosecutors:
  - 1. Court and prosecutor email notifications will be made no earlier than twelve (12) hours prior to the scheduled court appearance, but before 0830 hours.
  - 2. Prosecutors – In order to assist prosecutors, a courtesy telephone notification may be made in advance.
- B. Send an email version of PD 001, Court Notification, to PD – Court Notification user group, via the City's email system.
  - 1. General District Court Cases - In addition to emailing the PD 001, command designees will also notify General District Court by making a telephone call to the appropriate court(s) before 0830 hours. Telephone notifications will be recorded on the PD 001 before emailing form. Personnel making the telephone notification will provide the contact person with his or her name, title, and duty assignment.

General District Traffic Court #1A	664-4911
General District Traffic Court #1B	664-4912
General District Civil Court #2A	664-4913
General District Civil Court #2D	664-4914
General District Criminal Court #2B	664-4915
General District Criminal Court #2C	664-4916

## Case Continuance Procedures for Ill or Injured Officers

2. Make telephone notifications and note on the Word version of PD 001 when the City's email system is down. Personnel making the telephone notification will provide the contact person with his or her name, title, and duty assignment. Send completed PD 001 to Central Records Division for filing.

Juvenile & Domestic Relations Court The officer's name, defendant's name and whether the defendant is a juvenile or adult will be needed.	664-7341
Circuit Court, Criminal Division	664-4374 664-4384 664-4390
Civil Law Division	664-4335 664-4336
City Attorney Cases	664-4529
Commonwealth Attorney Cases Investigators assigned to the CWA are responsible for notifying the assigned prosecutor before 0900 hours.	664-4800 664-4826 664-4828

- C. Central Records Division will archive each received PD 001 in the official document storage system (Laserfiche).
  1. A PD 001 emailed to PD – Court Notification user group will automatically send a copy to the Central Records Division.
  2. A copy of PD 001 will need to be forwarded to the Central Records Division if the City's email system is down.



DATE: \_\_\_\_\_

11

[illegible]

Public Safety Financial Management (PSFM)



# City of NORFOLK

## Department of Police

PD 758

### Letter to Courts

Date

- To: ☐ General District Court, Traffic Court 1A  
☐ General District Court, Traffic Court 1B  
☐ General District Court, Civil Court 2A  
☐ General District Court, Civil Court 2D  
☐ General District Court, Criminal Court 2B  
☐ General District Court, Criminal Court 2C  
☐ Juvenile and Domestic Relations Court

- CC: ☐ Commonwealth Attorney's Office  
☐ City Attorney's Office  
☐ Court Liaison Officer, Central Records Division  
☐ Division of Parking, Parking Customer Service Center (222 E. Main Street)  
☐  
(Officer's Command and Assignment)

Dear Madam/Sir:

This letter is to advise you that I will be unavailable to attend court proceedings from \_\_\_\_\_ through \_\_\_\_\_ and request not to be scheduled for court cases during this period of time.

Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
(Officer)

\_\_\_\_\_  
(Employee #)

\_\_\_\_\_  
(Court Citing Code)

INSTRUCTIONS: Personnel will forward letters directly to each listed addressee; command letter will be submitted to immediate supervisor.





City of  
**NORFOLK**

Department of Police

PD 873

**Notification of Court Scheduling Change**

:

This letter is to inform you of a change to the Virginia Uniform Summons # \_\_\_\_\_, that was issued to you on \_\_\_\_\_. You are hereby advised of the following change.

Court Date/Time: This case has been rescheduled for court on \_\_\_\_\_,  
at \_\_\_\_\_ o'clock ☐ am / ☐ pm.

Courtroom Assignment:

☐ Norfolk General District Court, 150 St. Paul's Blvd., Norfolk, VA, 23510, #664-4900

☐ Traffic Division #1A

☐ Traffic Division #1B

☐ Criminal Division #2B

☐ Criminal Division #2C

☐ Juvenile & Domestic Relations District Court, 800 E. City Hall Ave.,  
Norfolk, VA, 23510, #664-7340

Law Section: \_\_\_\_\_

Code Description: \_\_\_\_\_

Thank you for your cooperation in this matter.

Sincerely,

I, \_\_\_\_\_, hereby affirm that I mailed\hand delivered this letter on  
(Officer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor)





Department of Police

PD 873A

**Notification of Hearing Date Change**

This notice is to inform you that a Magistrate Summons was issued for you to appear in Norfolk General District Court on \_\_\_\_\_. Personal service of this summons was not made prior to the original date of the summons; you are hereby notified that you are required to appear in Norfolk General District Court on \_\_\_\_\_ to answer to the charge on the below listed summons.

☐ Norfolk General District Court  
150 St. Paul's Boulevard, Norfolk, VA 23510  
(757) 664-4900

☐ Traffic Division, #1A

☐ Traffic Division #1B

☐ Criminal Division, #2B

☐ Criminal Division, #2C

☐ Norfolk Juvenile and Domestic Relations District Court  
800 E. City Hall Avenue, Norfolk, VA 23510  
(757) 664-7340

Law Section: \_\_\_\_\_

Code Description: \_\_\_\_\_

Summons Number: \_\_\_\_\_

Defendant Signature: \_\_\_\_\_

Signature of Serving Officer: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Date of Personal Service: \_\_\_\_\_

Location (Address) Service Made: \_\_\_\_\_

REQUEST FOR WITNESS SUBPOENA

Commonwealth of Virginia

VA. CODE §§ 8.01-407, 16.1-265, 17.1-617, 19.2-267  
Rules 3A:12, 7A:12, 8:13

(PLEASE PRINT)

CITY OR COUNTY

[ ] GENERAL DISTRICT COURT ([ ] Civil [ ] Criminal [ ] Traffic)  
[ ] JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

Please subpoena the witnesses below to appear before the Court on the date shown. (See Va. Code § 17.1-617 regarding limitation on compensation of subpoenaed witnesses.) Requests for subpoenas for witnesses should be filed at least ten days prior to trial or hearing.

WITNESSES (IF MAILING ADDRESS IS RFD, P.O. BOX, ETC., PLEASE INDICATE LOCATION WHERE WITNESSES CAN BE FOUND.)

NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER	NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER
NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER	NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER

CASE NO.

REQUEST FOR WITNESS SUBPOENA

[ ] Commonwealth of Virginia  
[ ] CITY [ ] COUNTY [ ] TOWN of

[ ] NAME OF PLAINTIFF(S)/PETITIONER(S) (LAST, FIRST, MIDDLE)  
(IN CIVIL CASES ONLY)

v./ In re

NAME OF DEFENDANT/CHILD (LAST, FIRST, MIDDLE)  
LIST ONLY ONE DEFENDANT

Charge: (TRAFFIC OR CRIMINAL CASE)

COURT DATE AND TIME:

REQUEST ON BEHALF OF

[ ] Commonwealth [ ] City, County, Town of  
[ ] PLAINTIFF(S) [ ] DEFENDANT(S) [ ] JUVENILE  
[ ] PETITIONER [ ] RESPONDENT

REQUESTED BY:

PRINTED NAME

SIGNATURE

( )  
TELEPHONE NUMBER

COURT USE ONLY

DATE RECEIVED

DATE ISSUED

**Using This Revisable PDF Form**

1. Prepared by party requesting issuance of subpoena.
2. Attachments – the original copy of the papers that start a case.
3. Preparation details
  - a. Data Element No. 3 – telephone numbers aid the clerk in contacting witness if trial is continued or the case is concluded before the witnesses are required to be in court. Lack of telephone numbers will not be used to delay issuance of form DC-326, SUBPOENA FOR WITNESS, or for refusing to accept form DC-325.
  - b. Data Element No. 13 should be dated by the clerk or magistrate receiving this form.
  - c. This subpoena shall be filed at least ten (10) days prior to trial. Supreme Court Rule 7:12.
  - d. In civil cases, service of witness subpoenas will involve a fee. Please contact the clerk's office for further information.
  - e. In completing Data Element No. 3, obtain the name of the jurisdiction in which the witness lives and (if needed) the name of the city or town used in the postal address in parentheses.

Example 1: Urban area straddling a city and one or more counties:

- (a) Bedford City, Bedford County  
"Bedford City" or "Bedford County"
- (b) Petersburg City, Prince George County, Dinwiddie County  
"Dinwiddie County (Petersburg)"  
"Prince George County (Petersburg)"  
"Petersburg City"

Example 2: Town straddling or adjacent to a county line where the name of the town is used in the postal address:

- (a) Town of Farmville, Prince Edward County, Cumberland County  
"Prince Edward County (Farmville)"  
"Cumberland County (Farmville)"
- (b) Town of Fries, Grayson County, Carroll County  
"Grayson County (Fries)"  
"Carroll County (Fries)"

If the name of the exact jurisdiction is not known to the person preparing this form, insert name of city or town used in postal address.



REQUEST FOR WITNESS SUBPOENA

Commonwealth of Virginia

VA. CODE §§ 8.01-407, 16.1-265, 17.1-617, 19.2-267  
Rules 3A:12, 7A:12, 8:13

(PLEASE PRINT)

1

CITY OR COUNTY

2 [ ] GENERAL DISTRICT COURT ([ ] Civil [ ] Criminal [ ] Traffic)  
[ ] JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

Please subpoena the witnesses below to appear before the Court on the date shown. (See Va. Code § 17.1-617 regarding limitation on compensation of subpoenaed witnesses.) Requests for subpoenas for witnesses should be filed at least ten days prior to trial or hearing.

WITNESSES (IF MAILING ADDRESS IS RFD, P.O. BOX, ETC., PLEASE INDICATE LOCATION WHERE WITNESSES CAN BE FOUND.)

NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER	NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER
NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER	NAME (LAST, FIRST, MIDDLE) STREET ADDRESS/LOCATION CITY, STATE, ZIP CODE [ ] CITY OF [ ] COUNTY NAME ( ) TELEPHONE NUMBER

CASE NO. 4

REQUEST FOR WITNESS SUBPOENA

[ ] Commonwealth of Virginia  
[ ] CITY [ ] COUNTY [ ] TOWN of

5

[ ] NAME OF PLAINTIFF(S)/PETITIONER(S) (LAST, FIRST, MIDDLE)  
(IN CIVIL CASES ONLY)

v./ In re

6

NAME OF DEFENDANT/CHILD (LAST, FIRST, MIDDLE)  
LIST ONLY ONE DEFENDANT

7

Charge: (TRAFFIC OR CRIMINAL CASE)

COURT DATE AND TIME:

8

REQUEST ON BEHALF OF

9

[ ] Commonwealth [ ] City, County, Town of  
[ ] PLAINTIFF(S) [ ] DEFENDANT(S) [ ] JUVENILE  
[ ] PETITIONER [ ] RESPONDENT

REQUESTED BY:

10

PRINTED NAME

11

SIGNATURE

12

( )  
TELEPHONE NUMBER

COURT USE ONLY

DATE RECEIVED

13

DATE ISSUED

14

Date of Issue: 06/21/2017

**Data Elements**

1. Jurisdiction name (city or county).
2. Check the court to which the case papers will be returned. If returnable to a General District Court that sits in Divisions, check the appropriate division in parentheses.
3. Name, street address and telephone number of each witness to be subpoenaed. See USING THIS FORM, 3.a. and 3.e., preparation details, for further details.
4. Court case number, if you do not know the case number, inquire with the clerk's office or leave blank to be filled in at filing.
5. Name of jurisdiction whose laws are being violated or (in civil cases) plaintiff's name.
6. Name of defendant, or of juvenile in juvenile cases in juvenile and domestic relations district court.
7. Identify charge.
8. Court date and time when witnesses are required to appear. Use separate request forms if groups of witnesses are to appear on different days. If you do not know when the case is to be heard, leave blank or inquire with the clerk's office.
9. Check the category of the party who wants the subpoena to be issued.
10. Print or type name of person requesting subpoena.
11. Signature of person requesting subpoena and date of signature.
12. Telephone number of person requesting subpoena.

**For Court Use Only:**

13. Date request for subpoena reaches court or magistrate.
14. Date last subpoena issued by court. If issued by magistrate, please complete only if magistrate issues all of the requested subpoenas and add "MAG" next to date.



PD 787

NORFOLK POLICE DEPARTMENT  
First Time Felony - Initial Hearing Report

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Continuance | <input type="checkbox"/> GDC Criminal/Traffic           |
| <input type="checkbox"/> Nolle Prose | <input type="checkbox"/> J&D Court (Adults & Juveniles) |
| <input type="checkbox"/> Extradition | <input type="checkbox"/> Co-defendants involved         |

Instructions: One form for **each** defendant must be completed and forwarded to the Commonwealth Attorney's Office.

Officer: \_\_\_\_\_ DATE: \_\_\_\_\_  
Control # \_\_\_\_\_ Command: \_\_\_\_\_ Section/Unit: \_\_\_\_\_

**Defendant**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

NOTE: If this case is to be heard in Juvenile and Domestic Relations court, complete the following:

Is there an existing trial date for previous charge(s)? ☐ Yes ☐ No If yes, list date: \_\_\_\_\_

Does this appear to be a case that should be transferred to Circuit Court? ☐ Yes ☐ No

PD 18 Incident Report, PD 381 Rights Form, and statement are to be forwarded with this form.

**Charges**

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

Offense Location: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Continuance date desired: \_\_\_\_\_ Avoid dates-give reason: \_\_\_\_\_

Unusual circumstances – reason for high bond, list multiple offense dates/locations, etc.  
\_\_\_\_\_

**Co-defendants**

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

**Below to be filled out by a Commonwealth's Attorney Representative**

Representative's Name: \_\_\_\_\_

Continuance Date: \_\_\_\_\_

**J & D Court Cases**

Date first on docket: \_\_\_\_\_ Case to be sent to Circuit Court? ☐ Yes ☐ No

Was case disposed of at initial hearing? ☐ Yes ☐ No If yes, record disposition below.

Attorney for defendant: \_\_\_\_\_ ☐ Retained ☐ Appointed

Custody status after ICA: \_\_\_\_\_ Assign case to: \_\_\_\_\_

Comments/file info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NORFOLK POLICE DEPARTMENT  
EMPLOYEE INFORMATION WORKSHEET

**PURPOSE:**

- ☐ New Employee  
☐ Name Change  
☐ Court Citing Code Change  
☐ Address Change  
☐ Reassignment Within Command  
☐ Other: Update

**INSTRUCTIONS:**

- New employees are to complete the entire form.
- Employees are responsible for filing updates whenever personal data changes.
- Commands will submit form when they initiate changes in assignment status.
- When filing updates, always select purpose, complete shaded areas, as well as sections requiring changing.
- Forward a copy to OSS and CRD, via chain of command.

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Suffix** \_\_\_\_\_  
 Former/Maiden Name \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_  
**Employee ID #** \_\_\_\_\_ **DOB** \_\_\_\_\_ **POB** \_\_\_\_\_  
 Home Number \_\_\_\_\_ ☐ Unlisted Cell \_\_\_\_\_ Marital Status \_\_\_\_\_ Children: Yes ☐ No ☐  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Medical Condition Alert \_\_\_\_\_  
 Blood Type \_\_\_\_\_ Glasses/Contacts: Yes ☐ No ☐  
 Emergency Notification \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Number \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Alternate \_\_\_\_\_

Court Citing Code \_\_\_\_\_ Badge Number \_\_\_\_\_  
 Rank/Job Title \_\_\_\_\_ Job Classification # \_\_\_\_\_ Date of Rank \_\_\_\_\_  
 Date of Employment \_\_\_\_\_ Prior Law Enforcement: Yes ☐ No ☐ Years of Service \_\_\_\_\_

Present Assignment: Bureau \_\_\_\_\_  
 Division \_\_\_\_\_ Platoon/Squad/Unit \_\_\_\_\_ Sector \_\_\_\_\_

College Education Code \_\_\_\_\_ (A = 1 to 30 Semester Hours, B = 31 to 60 Hours, C = 61 to 90 Hours, D = 91 to 120 Hours, E = 120 plus Hours)  
 Highest Degree Attained \_\_\_\_\_ Concentration \_\_\_\_\_  
 Military Service: Branch \_\_\_\_\_ Years of Service \_\_\_\_\_

**Special Skills**

☐ Commercial Drivers License  
☐ Sign Language  
☐ Foreign Language \_\_\_\_\_  
 (List)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional Information:**

PD 946

NORFOLK POLICE DEPARTMENT  
CERTIFICATE OF ANALYSIS FILING REQUEST



Date: \_\_\_\_\_

To: Commonwealth's Attorney

From: \_\_\_\_\_

Division \_\_\_\_\_

Reference: FS Lab Number: \_\_\_\_\_

I have charged the below individual with a misdemeanor drug offense and have submitted a Request for Laboratory Examination to the Crime Lab. Therefore, I request that your office file the original Certificate of Analysis with the General District Clerk of Court upon receipt.

Court Date: \_\_\_\_\_ Court/Room#: \_\_\_\_\_

Defendant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Co-defendant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Co-defendant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Offense: \_\_\_\_\_

Offense Code Section & Description: \_\_\_\_\_

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**Used by Commonwealth's Attorney's Office**

☐ Certificate of Analysis was filed with the Clerk of Court on \_\_\_\_\_

---

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**Instructions**

The form will include the charging officer's name and will be submitted directly to the Commonwealth's Attorney's Office via interdepartmental mail or e-mail to "CWA-DRUG STAFF" with "PD 946" mentioned in the subject line. Do not use this form when felony drug charges are involved in the case.

The Commonwealth's Attorney's Office will file the original Certificate of Analysis with the Clerk of Court when received. Upon filing of the certificate, the Commonwealth's Attorney's Office will return this form to the charging officer as verification that the certificate has been filed.

If verification has not been received 10 days prior to the court date, the charging officer should contact the Commonwealth's Attorney's Office to inquire as to its status. Certificates of Analysis must be filed with the court seven days before the court date, or the case may be dismissed (SC 19.2-187, Admission into evidence of certain certificates of analysis).

# Virginia Department of Forensic Science Request for Laboratory Examination

Gray Areas are for DFS Use Only

Investigating Officer(s):

Telephone #: (    )  
Agency and Address:

Agency Case Number:

Names of Victims (Last, First, Middle):

Names of Suspects (Last, First, Middle):

Date/Type of Offense:

Brief Statement of Fact (continue on separate page if necessary):

FS Lab #:

Sub #:

Previous Submission? If yes, previous FS Lab #:

DOB:

Race/Sex:

DOB:

Race/Sex:

Court Date:

☐ District ☐ Circuit ☐ Juvenile ☐ Federal

Jurisdiction of Offense:

Specify manner of return of evidence: ☐ Mail ☐ Personal Pick-up

Container	Evidence Submitted: Itemize and Describe Evidence and Designate Requested Examination

This evidence is being submitted in connection with a criminal investigation and has not been examined by another laboratory. Tests performed utilize methods which are available on the Department website.

Submitting Officer (print):	Time:	Relinquished by (print):	
Sign:	Date:	Sign:	Date:
Received by (print):		Received by (print):	
Sign:	Date:	Sign:	Date:





Commonwealth of Virginia  
Department of Criminal Justice Services  
**DIVISION OF FORENSIC SCIENCE**

**COPY**  
ORIGINAL

**CERTIFICATE OF ANALYSIS**

Eastern Laboratory  
830 Southampton Avenue  
Suite 400  
Norfolk, VA 23510

Telephone: (757) 683-8327  
Fax: (757) 683-8830

TO:

FS Lab #:

Your Case #:

Victim(s):

Suspect(s):

Evidence Submitted By:

Received:

RESULTS:

Attest:

I certify that I performed the above analysis or examination as an employee of and in a laboratory operated by the Division of Forensic Science, and that the above is an accurate record of the results of that analysis or examination.

\_\_\_\_\_  
Forensic Scientist